

QUEEN'S UNIVERSITY

KINGSTON, CANADA



**Courses in
Commerce and Administration**

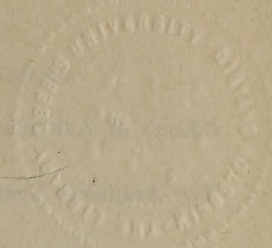
EIGHTY-EIGHTH SESSION

1928-'29

A4C
/9

Queen's University
Library

KINGSTON, ONTARIO



Courses
in
Commerce and Administration

1528/29

Table of Contents

	Page
Officers of Administration and Instruction	3
The Academic Year	4
Aim of the Courses	7
Methods of Instruction	8
The Problem Method	8
Field Work	9
Thesis	9
Summer Work	9
Admission	11
General Regulations	11
Fees	13
Prescription of Courses	14
1. The General Business Course	14
2. Accounting and Auditing	15
3. Commercial Specialist	16
List of Courses	18
Description of Courses offered in 1928-29	19
Scholarships	25
Further Information	25

Officers of Administration and Instruction

R. BRUCE TAYLOR, M.A., LL.D.,

Principal

W. E. McNEILL, M.A., Ph.D.,

Registrar

W. A. MACKINTOSH, M.A., Ph.D.,

Professor of Economics; Director of Courses in Commerce and
Administration

C. E. WALKER, B.Sc. (Acc.), C.A.

Associate Professor of Commerce

R. G. H. SMAILS, A.C.A. (Eng.)

Associate Professor of Commerce

C. A. CURTIS, Ph.D.,

Assistant Professor of Commerce

F. A. KNOX, B.A.,

Assistant Professor of Economics

H. SUTHERLAND, B.A.,

Lecturer in Political Science

A. H. CARR, B.A., C.A.

Fellow in Accounting

R. O. MERRIMAN, M.A.,

Tutor in Economics

B. I. ENGLAND, B.Com., C.A.,

Tutor in Accounting

J. C. REYNOLDS, B.A., Barrister

Tutor in Law

THE ACADEMIC YEAR*

THE EIGHTY-EIGHTH SESSION of the University will begin on Wednesday, September 26th, 1928, at 8 a.m. Convocation will be held on Wednesday, May 2, 1929.

1928

May 15—Written notice due at the Registrar's Office of candidates' intention to compete for Matriculation Scholarships.

July 3—Registration for Summer School.

July 4—Summer School opens at 8 a.m.

July 16—Last day for receiving applications, accompanied by fee, for September examinations, or degrees, from intra-mural and extra-mural students.

Aug. 22—Summer School closes at 5 p.m.

Sept. 5—Arts Supplemental examinations begin.

Sept. 10—Last day of registration for extra-mural students without extra fee.

Sept. 17—Last day of registration for extra-mural students with extra fee.

Sept. 21—Registration of Kingston intra-mural students begins.

Sept. 22—First day for general registration in Arts.

Sept. 25—Last day for registration of intra-mural students without extra fee.†

Sept. 26—Classes open in Arts at 8 a.m.

Oct. 5—Last day of registration for intra-mural students who have not previously obtained from the Faculty permission to register later.

Oct. 20—Last day upon which applications for Rhodes Scholarships will be received.

Nov. 1—Last day for receiving applications, accompanied by fee, from extra-mural students for December examinations.

*The term "Academic Year" used in connection with Regulations and Courses of Study refers to the period extending from October 1 to September 30.

†The fee for late registration is \$3 on September 26, with an additional fee of \$1 for each day after that date up to October 5.

Dec. 1—First day upon which extra-mural students may transfer to intra-mural classes.

Dec. 14—Mid-year examinations begin.

Dec. 21—Last day for receiving applications for the Robert Bruce Bursary.

Dec. 21—Christmas holidays begin at noon.

1929

Jan. 3—Classes re-open at 8 a.m.

Jan. 15—Last day for receiving applications from candidates for the M. C. Cameron Scholarship in Gaelic.

Mar. 1—Last day for receiving applications, accompanied by fee, from extra-mural students for the April examinations, and for degrees.

Mar. 15—Last day for receiving applications and fees for degrees.

Mar. 29—Good Friday: a holiday.

April 1—Last day for receiving manuscripts for University Prizes and applications for Arts Research Scholarships.

April. 5—Class-work closes at 5 p.m.

April 9—Examinations begin.

April 10—Last day for extra-mural students to add classes for the Summer Session without extra fee.

April 17—Last day for extra-mural students to add classes for the Summer Session with extra fee.

May 4—Statutory meeting of the Senate for awarding Standing, Medals, Honours, and Degrees.

May 8—Convocation for conferring Degrees, announcing Honours, and distributing Prizes and Medals.

1928

SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER				
S	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	M	T	W	T
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
22	23	24	25	26	27	28	29	30	31										
29	30																		

Courses

in

Commerce and Administration

Aim of the Courses

The Courses in Commerce and Administration were established by the University in 1919 to aid in meeting the demand which exists in Canada for more systematic training for business and public service. A foundation for them had already been built up in the work of the Department of Economics, and particularly in the Courses in Banking established in 1914 by Queen's University in co-operation with the Canadian Bankers' Association.

The Courses are designed to give the prospective man of business some cultural and professional background; to provide him with a perspective which has been too rarely attained by any but the leaders in present day business. They are further designed to give the student an adequate grasp of the various techniques now being used so extensively. As business becomes more a matter of planning, organizing and accurate analysis and less a matter of mere bargaining, the methods of accurate record and analysis, provided by modern accounting and statistical practice, have become more elaborate and more necessary. Primary emphasis is laid upon the mastery, by the student, of such technical aids and their uses in business and economic analysis. No attempt is made to instruct him in the special technique of individual industries or in the routine phases of business; these the student will obtain much better through his own experience in business than he would through the medium of the classroom.

In keeping with this policy the student will be discouraged from thinking that his college training will obviate the necessity of a probationary period in his chosen work and enable him to begin at or near the top. He will be taught to realize that he must enter the organization which employs him after graduation *as a beginner*, learning its practical details and its special technique just like any other beginner, and that the chief value of his college training will come, only after the initial period of probation, in a more rapid promotion from routine work to a position of executive and administrative responsibility.

The work of the Courses, particularly in the later years, is definitely professional in outlook. The aim is to train students for business careers and for the teaching of business. Consequently students who are looking toward some other profession or who have not chosen a vocation are advised to register in an Arts and not in a Commerce Course. Similarly, all students are recommended to take a combined five-year course, leading to the B.A. degree followed by the B.Com. degree, if their circumstances permit them to do so.

Methods of Instruction

The Problem Method.—Given the aim of the Courses as stated above, the teaching method must correspond. Obviously the lecture and text-book method must be relied upon in order to cover ground rapidly and to give a broad knowledge of facts; and in a descriptive course where such acquaintance with facts is of primary importance, it is **not unsatisfactory**. But dogmatic presentation of facts and principles by an instructor, with the student a passive participant in the instruction, contributes little to mental training. In so far as possible, therefore, and especially in the more advanced commerce courses, the attempt will be made to develop the principles underlying business and political activity by the use of problems and the inductive method.

It is assumed that practically all the work of a business

executive can be reduced to the analysis of problems and the making of decisions. It is also assumed that in the solution of these problems business men are not simply making hit or miss guesses, but rather are following a science based partly on precedent and custom and partly on natural and economic law. If these assumptions are correct, a more or less systematic body of principles underlying business activity can be built up by induction and the student can be given a training in the working out of business problems that will be an adequate preparation for his later career. The power of investigation and analysis can be developed and the habit of thinking systematically on business subjects can be cultivated. Hence in such courses as Marketing, Industrial Management, Business Finance, and Business Policy, the student will have constantly presented to him, either by the Instructor or by practical business men, problems that have actually arisen in business. He will be required to analyse these problems, to seek out the relevant facts and discard the irrelevant, to weigh the factors involved, and to report conclusions in writing.

Field Work.—In addition to visits to plants in the city of Kingston, students in their final year will be required to undertake two visits to neighbouring industrial cities for the purpose of inspecting industrial plants there. The total cost of these visits need not exceed \$25.00.

Thesis.—Each student in his final year is required to undertake original work in the form of a thesis. (Students taking the Commercial Specialist Option are exempted from this requirement while those electing the Accounting option are required to do original work in Accounting Problems). As far as possible the student is allowed to follow his own interests in the selection of a thesis-subject but to those who have not submitted a satisfactory subject before the third week in October one will be assigned arbitrarily.

Work during summer vacations.—The long summer vacation in our Canadian Universities provides an excellent opportunity for combining practical experience with theoretic train-

ing. All students will therefore be required to spend at least one summer, and preferably two, in approved business establishments or in public offices. No University can guarantee summer employment for its students but every assistance is given to students in the various faculties, by the University Employment Service, in securing suitable openings. By such summer work the student will prepare himself to derive the largest benefit from his instruction during the regular session. He will also be serving part of that inevitable apprenticeship in practical life which no theoretic training can render unnecessary. He will be acquainting himself with the atmosphere of business and gradually making his personal adjustments to his future field of service. Frequently also he will be able to utilize his summer work for the study of problems adapted to thesis purposes and for the forming of business relations that will prove of value in later life.

OUTLINE OF B.COM. COURSES

Admission

Entrance on any of the courses outlined will be governed, with slight modifications, by the general regulations for admission to the university.

A certificate of pass matriculation, covering *Latin, English, History, Mathematics*, and any two of the following: *Greek, German, French, Spanish or Italian, Experimental Science* (Physics and Chemistry) or *Agriculture*, will admit to the first year of the course. Candidates may offer Part I, Commercial Certificate in lieu of Latin and Ancient History. Candidates with Honour Matriculation standing will be given *pro tanto* allowance. In the case of students over twenty-one, the matriculation examination may be postponed.

For full particulars as to admission, consult the main Arts Calendar, 1928-29, pages 35-38, or address The Registrar.

General Regulations

The requirements for the degree of Bachelor of Commerce, as for the pass degree of Bachelor of Arts, involve four years' work from Junior Matriculation. The unit is the *course*, involving three class attendances each week throughout the college session, with due library or laboratory assignments. A class meeting three times a week for one term is counted a half course. Nineteen full courses, or their equivalent in half courses, are required for the degree. Of these, ten are in economic and commercial subjects, and the remainder in general Arts work. For the Commercial Specialists' option, twenty courses are required, ten in general Arts work and ten in the special subjects.

Regulations Regarding Courses

In addition to the regulations below, see General Regulations, Calendar of the Faculty of Arts, 1928-29.

Attendance and Work

1. Students are expected to be present at all lectures and laboratory periods and to hand in all essays and exercises when due. No one whose attendance or work falls below 80% of the total whether on account of late registration, illness, or any other cause, will ordinarily be admitted to the final examinations.

A careful record of absences based on monthly reports from Instructors is kept at the Dean's Office.

2. The December and April marks will be determined not merely by the results of examinations but also by the work of the whole term or session, including consideration of class tests, examinations, attendance, and progress.

3. The faculty may at any time either during the term or after the close of the term require any student to withdraw from the University whose conduct, attendance, work, or progress is deemed unsatisfactory.

Penalty for Failures and Low Grades

4. A student who has failed to pass the examination in any course must repeat the attendance and examination in that course in his next year at the University if he intends counting it towards a degree.

5. A student who passes in only two whole courses or fewer out of four or five attempted in the final examinations will be considered to have failed in his year. Failure in the year will be determined by the results of the final examinations in December and April. A student who fails in his year will not have the privilege of the fall supplemental examinations.

6. A student who fails in his year for two consecutive years of attendance will be asked to discontinue his Course.

7. A student who fails in his year will retain credit only in those subjects in which he has obtained at least second division.

8. A student who makes less than 30% on a subject in the final examination in December or April will not be permitted to write on the fall supplemental examination in that subject unless he takes it again in the Summer School.

9. A student must make at least two second divisions in each year of attendance. If, in any year, two seconds are not obtained, a number of courses of that year already passed with third division, equal to the number of seconds lacking, must be repeated in the following year.

This regulation will not apply to a candidate who has obtained the ten second divisions required as a minimum.

For extra-mural students the first year in this regulation will mean the first five courses taken, the second year the second five, and so on.

10. Students whose standing for the first term is regarded as unsatisfactory will be asked to discontinue their Course for the rest of the year.

Part of the work required for the degree of Bachelor of Commerce is offered extra-murally. Students are required to take, however, at least *nine* full courses or their equivalent in residence during the regular session or in the Summer School, if the courses are available then. The more technical part of the work must be done in attendance and it is necessary to spend *at least* one full year at the University. Normally two years are required.

Fees

The tuition fees, for the present, will be the same as required of other students in Arts—normally \$85.00 per session, including examination, hospital, and student athletic and Arts Society fees.

For each of the two years preceding graduation, students will be required to pay a Library Fee of \$15.00 to meet in part the cost of the expensive books, journals, statistical services, etc., required in this part of the course.

PRESCRIPTION OF COURSES

As suggested below, the work should, as far as possible, be taken in regular order. The first two years should be devoted to general Arts work, including in the second year Economics 1, 2, and 4. The third year is made up of advanced economics courses, while in the Fourth year the student proceeds to more specialized business courses.

Courses which have the letter "a" added to the number of the courses are half-courses given in the first term. Those which have "b" after the number are half-courses given in the second term. All others are whole courses.

1. General Business Course.

All students are required to take three consecutive courses *either* in Mathematics *or* in a Modern language.

<i>First Year</i>	<i>Second Year</i>
English 1	English 2
French 1	French 2
<i>or</i> German A	<i>or</i> German 1
Mathematics 1	<i>or</i> Spanish 1
Science (one course)	<i>or</i> Mathematics 2
One other general course.	Economics 1
	Economics 2
	<i>or</i> History 1, 2 or 3
	Economics 4

For those beginning their third year *not later than* 1928-29.

<i>Third Year</i>	<i>Fourth Year</i>
One other general course	Economics 52
Economics 4	Economics 50a
Economics 60	Economics 54
Economics 63	Economics 25a
Economics 19b	Economics 5b
One half course selected from Economics 10-42.	One half course selected from Economics 10-64 or Mathemat- ics 7b.
	Thesis.

For those beginning their third year after 1928-29.

<i>Third Year</i>	<i>Fourth Year</i>
One additional course in French	Economics 52
<i>or</i> in German	Economics 54
<i>or</i> in Spanish	Economics 50a
<i>or</i> in Mathematics	Economics 5b
Economics 60	Economics 59 (Thesis)
Economics 63	*One whole or two half-courses,
Economics 19a	Economics 10-64 or Mathematics
Economics 25a	7b
*One whole or two half courses in Economics	

*Options selected must be approved by the Director.

2. Accounting and Auditing

1. Courses of Instruction of the Institute of Chartered Accountants of Ontario.

By arrangement with the Institute Queen's University gives the only authorized courses of instruction for articulated students preparing for the Primary, Intermediate, and Final Examinations for the degree of C.A. These courses are conducted by correspondence. (For further information apply to The Registrar, Institute of Chartered Accountants of Ontario, or the Director of Accounting Courses, Queen's University).

2. This option should be taken by those contemplating Accounting as a profession. In addition to the classwork summer vacations in a business office.

Students in this course will substitute Economics 63 for Economics 2 in the second year.

<i>Third Year</i>	<i>Fourth Year</i>
One general course	Economics 25a
Economics 2	Economics 50a
Economics 19b	Economics 52
Economics 64a	Economics 54
Economics 65b	Economics 67b
Economics 60	Accounting Problems
One other half course Econ. 10-42	One half-course selected from Economics 10-65 or Mathemat- ics 7b

The Institute of Chartered Accountants of Ontario will grant the following privileges to holders of the Degree of B.Com., Accounting Option, from Queen's University:—

- (1) Exemption from the first (Primary) of their three Examinations.
- (2) Exemption from their Primary and Intermediate courses of instruction.
- (3) Deduction of two years from the five years of practical experience in a Chartered Accountant's office ordinarily required.

Graduates other than those in Commerce are exempted from one year's service in the office of a practising Chartered Accountant.

3. Commercial Specialist

The following course is accepted by the Department of Education for Ontario as the non-professional qualification for a Commercial Specialist certificate and also for an Inspector's certificate. The regulations as to attendance, length of term, and percentages contained in the general Specialists' agreement (current Arts Calendar, pp. 70-1) will apply to this course. Candidates are required to take five years' work from Junior Matriculation or four from Honour Matriculation.

It will be necessary to qualify in stenography, typewriting, and penmanship. Examinations in these subjects will be conducted by the Department of Education in June at the time of the regular Matriculation examinations each year.

<i>First Year</i>	<i>Second Year</i>
English 1	English 2
French 1	History 1, 2 or 3
German 1 or Spanish A	Economics 1
Mathematics 1	Economics 2
Science 1	Any other general course.

Third Year

One general course
Economics 4
Economics 19a
Economics 5b
Economics 60
Economics 63

Fourth Year

One general course
Economics 52
Economics 54
Economics 25a
Economics 64a
Economics 67b
Mathematics 7b
No thesis is required.

Courses Offered in Present and Succeeding Sessions

- | | |
|--|---|
| *1. Introduction to Economics. | 32. International Law and Organization. |
| *2. Introduction to Politics. | 33. Imperial Relations. |
| *4. Descriptive Economics. | 35. Canadian Government and Constitutional Law. |
| 5. Economic Problems. | 36. Government of the British Isles. |
| *10. Economic Theory. | 37. Governments of Continental Europe. |
| 12. Socialism and Relation of the State to Industry. | 38. Government of United States. |
| 13. Labor Problems. | 39. Modern Democracies. |
| 15. Economic History, United Kingdom and Europe. | 40. Municipal Government. |
| 16. Economic History, Canada and the United States. | 41. National Problems. |
| 18. Theories of Wages. | 42. Social Problems. |
| 19. Statistical Theory and Method. | 50. Management and Costs. |
| 20. Competition and Monopoly. | *52. Principles of Marketing. |
| 21. Economics of Transportation. | 53. Marketing, Foreign. |
| 22. Economics of Agriculture. | *54. Business Finance. |
| 23. International Trade and Tariff Policy. | 55. Investments. |
| 24. Public Finance and Taxation. | 57. Business Statistics. |
| 25. Money and Banking. | 59. Business Policy. |
| 26. Canadian Banking System. | *60. Commercial Law. |
| 27. Foreign Banking Systems. | *63. Elements of Accounting. |
| 28. Advanced Banking. | 64. Intermediate Accounting. |
| *30. Political Theory since 1800. | 65. Intermediate Accounting. |
| 31. Current Social Theories in the United States. | 67. Auditing. |
| | 99. Seminar Courses for Honour students. |

The above Courses are given in the Department of Economics. Attention is also called to Mathematics 7b, Commercial and Actuarial Mathematics, given by the Department of Mathematics.

*Full courses. Others are half-courses.

Description of Courses Offered in 1928-29

ECONOMICS 1. INTRODUCTION TO ECONOMICS.

A general discussion of the principles governing the production, consumption, exchange and distribution of wealth, and the application of economic principles to such concrete problems as money, banking, taxation, trusts, the tariff, and the labor movement. All students in this course who are not taking Economics 4 are required to read Gras, *Introduction to Economic History* (Harpers).

Taussig, *Principles of Economics* (Macmillan).

Day and Davis, *Questions on the Principles of Economics* (Macmillan).

Tuesday, Thursday, and Saturday at 10. Professor Mackintosh.

ECONOMICS 2. INTRODUCTION TO POLITICS.

An approach to the study of the state, its origin, form, activities, and international relations, and a study of the working of governments, particularly those of Great Britain, the United States and the British Dominions.

Leacock, *Elements of Political Science*.

Read, *International Law and International Relations*.

Finer, *Foreign Governments at Work*.

Extra-mural students should also get Maciver, *The Modern State* (Oxford).

Monday, Wednesday, and Friday at 10. Mr. Sutherland.

ECONOMICS 3. ECONOMICS FOR APPLIED SCIENCE STUDENTS.

Monday and Wednesday at 9. Professor Walker.

ECONOMICS 4. DESCRIPTIVE ECONOMICS.

A comprehensive study of the development of modern industry, its organization and resources.

Gras, *Introduction to Economic History* (Harpers).

Whitbeck and Finch, *Economic Geography* (McGraw-Hill).

Monday, Wednesday, and Friday at 9.

ECONOMICS 5b. ECONOMIC PROBLEMS.

This course is designed for Pass students in Arts and students in Commerce. A more detailed and fundamental consideration will be given to the problems taken up in Economics 1. The course should be taken in the fourth year.

Prerequisites: Economics 1 and 4.

Vanderblue, *Economic Principles, A Case Book* (A. W. Shaw).

Tuesday, Thursday, and Saturday at 10. Mr. Knox.

ECONOMICS 10. ECONOMIC THEORY.

An historical and critical study of economic theory. For Honour students only.

Adam Smith, *Wealth of Nations* (Everyman edition).

Ricardo, *Principles of Political Economy* (Everyman edition).

Mill, *Principles of Political Economy* (Longmans).

Marshall, *Principles of Economics* (Macmillan).

Taussig, *Principles of Economics* (Macmillan).

Veblen, *Theory of Business Enterprise* (Macmillan).

Tuesday, Thursday, and Saturday at 8. Professor Mackintosh.

ECONOMICS 15a. ECONOMIC HISTORY OF MODERN EUROPE.

In the main, a study of the Industrial Revolution and its effects in Great Britain, France and Germany.

Knight, Barnes and Flugel, *Economic History of Modern Europe*. (Houghton Mifflin).

Tuesday, Thursday, and Saturday at 9. Professor Mackintosh.

ECONOMICS 19b. STATISTICAL THEORY AND METHOD.

A course in the collection, analysis, and charting of statistical data. Special attention will be given to graphic and diagrammatic presentation.

Mills, *Statistical Methods* (Holt).

Monday, Wednesday, and Friday at 10. Professor Curtis.

ECONOMICS 20a. COMPETITION AND MONOPOLY.

A study of the working of competition and its limitations. Price policies, good-will, patents, joint and overhead costs, combinations and monopolies will be studied.

Assigned Readings.

Tuesday, Thursday, and Saturday at 10. Mr. Knox.

ECONOMICS 25a. MONEY AND BANKING.

A general survey of the modern financial system. Money and credit, commercial banks, investment banks, trust companies, savings banks, loan and mortgage companies, co-operative credit institutions, stock exchanges and the other institutions which make up the present financial structure, will be studied with a view to ascertaining the functions which they perform, their relations to one another and to the economic system as a whole. A brief comparative study of the commercial banking systems of England, Scotland, France, Germany, United States, and Canada will also be made.

Kinley, *Money* (Macmillan).

Dunbar, *The Theory and History of Banking* (G. P. Putnam's Sons, New York and London).

The Canadian Bank Act.

Readings in Money and Banking furnished through the Department.

Extra-mural students should also obtain

Moulton, *Financial Organization of Society* (The University of Chicago Press).

Lehfeldt, *Money* (Oxford Univ. Press).

Tuesday, Thursday, and Saturday at 11. Mr. Knox.

ECONOMICS 28b. ADVANCED BANKING.

A detailed comparative study of the banking systems of Great Britain, France, Germany and the United States, with especial reference to the practices of Central Banks both before and since the war; a study of some modern theories of commercial banking and the relation of commercial credit to the movements of prices and the business cycle.

No text available is adequate. The course will be carried on by assigned readings.

This course is open only to Honour students or others who have obtained at least Second Class Honours in Economics 25a, which course is prerequisite to this course in Advanced Banking.

Tuesday, Thursday, and Saturday at 11. Mr. Knox.

ECONOMICS 30. POLITICAL THEORY SINCE 1800.

This course will trace the development of British political thought since 1800. Scott, *Men and Thought in Modern History* (Macmillan) should be read as an introduction.

Open only to Honour students.

Laski, *Political Thought from Locke to Bentham* (Home University Library).

Davidson, *Political Thought from Bentham to Mill* (Home University Library).

Barker, *Political Thought from Spencer to To-day* (Home University Library).

Joad, *Modern Political Theory* (Oxford).

Mill, *On Liberty: Representative Government* (Everyman).

Monday, Wednesday, and Friday at 11. Mr. Sutherland.

ECONOMICS 32a. INTERNATIONAL LAW AND ORGANIZATION.

A critical and historical study of international relations; a more detailed study of contemporary problems.

Assigned Readings.

Monday, Wednesday, and Friday at 9. Mr. Sutherland.

ECONOMICS 33b. IMPERIAL PROBLEMS.

An examination of the political problems of the British Empire.

Assigned Readings.

Monday, Wednesday, at Friday at 9. Mr. Sutherland.

ECONOMICS 42b. POPULATION PROBLEMS.

A study of problems of population, quantity and quality; migrations; eugenics; the immigration problem in Canada.

Reuter, *Population Problems* (Lippincott, 1923).

Carr-Saunders, *Population* (Oxford University Press).

Extra-mural students will use the following additional texts:

Wright, *Population* (Macmillan).

Allport, *Social Psychology* (Holt).

Jennings, *Prometheus*.

Tuesday, Thursday, and Saturday at 8. Mr. Knox.

ECONOMICS 50a. MANAGEMENT AND COSTS.

This course will include a study of the organization of the factors in industry, with emphasis upon labor relations and problems. Attention will be given the relation of costs to management.

Assigned Readings.

Monday, Wednesday, and Friday at 10. Professor Curtis.

ECONOMICS 52. PRINCIPLES OF MARKETING.

A study of marketing functions, organization and policies from the standpoint of the economist and the business man. The study will be based upon specific problems derived as far as possible from Canadian experience.

Copeland, *Problems in Marketing* (A. W. Shaw Co.).

Monday, Wednesday, and Friday at 8.

Professors Mackintosh and Curtis.

ECONOMICS 54. BUSINESS FINANCE.

This course is concerned with the financial manager's task in a going business enterprise. It deals with financial policies and practices; the sources of capital funds, and with the management of the financial function in business administration. The viewpoint stressed is that of the enterprise itself.

Assigned Readings.

Monday, Wednesday, and Friday at 9. Professor Curtis.

ECONOMICS 55b. INVESTMENTS.

A study of the various forms of investments with reference to their suitability for the different types of investors. The money market, the financial factors which influence the price movements of securities, elements of sound investment, will be among the topics discussed. The viewpoint is that of the investor.

Assigned Readings.

Monday, Wednesday, and Friday at 11. Professor Curtis.

ECONOMICS 60. COMMERCIAL LAW.

A study of the elements of Commercial Law, including the General Principles of the Law of Contract and the law relating to Sale of Goods, Negotiable Instruments, Agency, Insurance, Carriage of Goods, Partnerships, Companies, and Bankruptcy as affecting Business Contracts.

Students taking this course are assumed to have read

Vinogradoff, *Common Sense in Law* (Home Univ. Library).

General Reading: Stevens, *Mercantile Law*.

Special Topics: Anson, *Law of Contracts*.

Caporn, *Cases on Contract*.

Chalmers, *Sale of Goods*.

Falconbridge, *Law of Negotiable Instruments in Canada* (Ryerson).

Underhill, *Partnership*.

Company Law.

Dominion Companies Act.

Ontario Companies Act.

Tuesday, Thursday, and Saturday at 8.

Professors Smalls and Walker.

Tuesday, Thursday, and Saturday at 9.

ECONOMICS 63. ELEMENTS OF ACCOUNTING.

An elementary study of the principles of accounting. It will involve exercises and problems, and practice in keeping an actual set of books, and will lead to the preparation of Trading and Profit and Loss Statements, from the Trial Balance of a private firm. It includes also a consideration of special features in accounts of limited companies, reserves, and reserve funds, consignments, single entry, branch accounts, departmental accounts, manufacturing accounts, etc.

Smalls and Walker, *Accounting Principles and Practice* (Ryerson).

Monday, Wednesday, and Friday at 11. Professor Walker.

ECONOMICS 64a. INTERMEDIATE ACCOUNTING.

A course in which the studies of Economics 63 are carried to a more advanced stage. Particular attention is paid to problems peculiar to incorporated companies, e.g., treatment of shares without par value, amalgamations, holding companies and reconstructions.

Reading: Smails and Walker, *Accounting Principles and Practice*.

Cropper, *Accounting*.

Tuesday, Thursday, and Saturday at 10. Professor Smails.

ECONOMICS 65b. INTERMEDIATE ACCOUNTING.

This course is virtually a continuation of 64a. Topics discussed include income tax law and accounting, executorship and trustee accounting, and accounts in bankruptcy.

Reading: As for Economics 64a, and in addition:

The Income (War) Tax Act 1917, and amendments.

The Succession Duty Act (R.S.O. 1927, Cap. 26).

Kingsford, *Executors and Administrators in Ontario*.

Tuesday, Thursday, and Saturday at 10. Professor Smails.

ECONOMICS 67b. AUDITING AND INTERNAL CHECK.

A study of systems of internal check, the functions of internal and external auditors, audit procedure generally, the audit of the accounts of limited liability companies and of accounts relating to selected types of business undertakings.

Reading: Spicer and Pegler, *Bookkeeping and Accounts*.

Spicer and Pegler, *Practical Auditing*.

Bell, *Auditing*.

Castenholz, *Auditing Procedure*.

Tuesday, Thursday, and Saturday at 9. Professor Smails.

Scholarships

P. D. Ross Scholarship in Commerce.—Through the generosity of Mr. P. D. Ross, LL.D., of Ottawa, a scholarship of \$150 is available solely for students registered in the Courses in Commerce and Administration. It is awarded on the basis of the third year's work in these Courses, provided that the candidate is taking at least four full courses or their equivalent in the "Special Subjects" in Commerce and Administration and is one year from the date of his graduation in Commerce. It is tenable during the student's fourth year, if it is taken intra-murally.

General.—In addition to the above, Commerce students are eligible for the other scholarships and prizes awarded in the Faculty of Arts in the subjects included in their Courses.

Further Information

For further particulars of the Courses, or copies of the Arts Calendar, address The Registrar, Queen's University, Kingston.

